



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY GARRISON
2837 BOYD AVENUE
FORT HUACHUCA ARIZONA 85613-7001

ATZS-CDR (600)

16 August 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY--Sergeants' Time Training/Civilian Training Time

1. This memorandum provides policy for conducting Sergeants' Time Training (STT). The guidance is applicable to all US Army Garrison members, military and civilian.
2. Effective training of soldiers is the number one priority of leaders in peacetime. Training builds self-confidence, promotes teamwork, enhances readiness and increases the professionalism and performance of all unit members. STT is designed to provide soldiers and civilians with a dedicated period to conduct quality training. STT will be conducted on Thursdays from 0730-1130 and will take precedence over other garrison operations to include customer service and staff activities. The allocation and training focus for STT is as follows:
 - a. The first Thursday morning of each month is allocated to the Headquarters Commandant. There will be a Headquarters Commandant awards/promotion ceremony lasting approximately 1 hour and then a briefing set up by the Headquarters Commandant. This briefing is designed to inform soldiers on installation/garrison topics such as medical, dental activities, Army and Air Force Exchange issues, etc. The remainder of the time will be used for professional development, as required by the Headquarters Commandant.
 - b. The second and fourth Thursday mornings are allocated to the directorate and staff activities to conduct training related to their unique staff functions and mission essential tasks. Examples should include small group (office level) professional discussion, MOS tasks, office standard operating procedures, staff cross-training, new software applications, etc. Performance counseling by the appropriate supervisor (military or civilian) will also be an important aspect of this training event for all military and civilian personnel. Specialists and below will be counseled using DA Form 4856 (General Counseling Form). Noncommissioned officers (NCOs) will be counseled using DA Form 2166-7 (NCO Counseling Checklist). In addition, the mandatory Department of the Army (DA) Consideration of Others (CO2) training should be planned and conducted during these Thursdays. This training is designed to integrate all members, military and civilian, of the directorate or staff activity as a team. When a training event involves military personnel (as opposed to only civilian employees), the directorate will submit training input to the appropriate company for the unit training schedule.
 - c. The third Thursday will be company level training. The focus of the training will be on required activities and individual training events. This includes but is not limited to common task training, mandatory DA/TRADOC directed training, risk reduction training, land navigation exercises, etc.

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d. The fifth Thursday (once a quarter) is allocated to the directorate and staff activities to conduct training related to team building and the furthering of healthy, professional interpersonal relationships. The specific intent of this training is to foster an improved work environment for all employees, military and civilian. Other examples include office sensing sessions, equal opportunity/sexual harassment discussions, risk reduction or stress management training and a host of other activities designed to enhance cohesion and teamwork.

3. Quality training and working together as a team is essential to the readiness of the total force, military and civilian. I welcome, and will support to the maximum extent possible, specific initiatives on the part of Directorate, Division, and office leaders to minimize external customer service during Thursday mornings in order that all garrison offices can focus internally to take maximum advantage of the opportunities afforded them by this change. It goes without saying that Thursday mornings should become the least desirable day for anyone to be away from their appointed place of duty for any but the most pressing engagements. It is my desire that Thursday mornings become known throughout this installation as being devoted to sergeants and all other military and civilian leaders to let them lead. It is up to us all to make this work.

4. The proponent for this action is the Garrison Command Sergeant Major, 533-1100.

5. This memorandum supersedes policy memorandum, ATZS-CDR, 22 July 1999.

LAWRENCE J. PORTOUW
COL, MI
Commander, US Army Garrison

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